

Project Name: Survey Equipment Asset Management (SEAM)
OCIO Project #:
Department: Transportation
Revision Date: 9/15/10

Concept Statement

Description

Brief description of the proposed project:

Create a single asset management system to track all survey equipment owned by Caltrans Division of Right of Way and Land Surveys, Office of Land Surveys (OLS). The system will replace a myriad of unrelated databases, spreadsheets, and hard copy documents located throughout the Districts and in Headquarters (HQ). The proposed system would track survey equipment from acquisition, through tagging, deployment, usage, and finally disposal.

Need Statement

High Level Functional Requirements:

- Track equipment from acquisition to disposal; including deployment and maintenance.
- Inventory or asset management control.
- Track usage and available balance of service contracts.
- Department wide accessibility to application.
- Reduce surplus equipment by tracking usage.
- Report generating capabilities.

What is Driving This Need?

Completion of this project will allow the Office of Land Surveys and District Survey Offices to reach greater efficiency in daily operations through expanded use of IT resources. Using multiple, non-integrated, systems and methods for tracking, transferring, locating, and maintaining the Department's surveying equipment has proven to be inefficient and error prone, leading to lost or conflicting equipment records, missed scheduled maintenance, incorrect inventories, misallocated equipment, and lost staff time.

Risk to the Organization if This Work is Not Done:

The continued use of multiple, non-integrated, systems and methods for tracking, transferring, locating, and maintaining the Department's surveying equipment will continue to be inefficient and error prone, leading to lost or conflicting equipment records, missed scheduled maintenance, incorrect inventories, misallocated equipment, and lost staff time.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

1. A consistent and electronic equipment asset management system.
2. Complete maintenance records of survey equipment extending the life of the equipment.
3. Better equipment replacement planning.

Other Intangible Benefits:

1. Department-wide ability to search survey equipment inventory for projects.
2. Increased ability to respond to inventory reporting requests from Property Control, Accounting, or other asset management programs.
3. Better support of District Survey Office equipment needs.
4. Ability to quickly respond to requests for equipment commitments.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

To Be Determined in the Feasibility Study.

Cost Savings (describe how cost will be reduced):

To Be Determined in the Feasibility Study.

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Cost Avoidance (describe the cost and how avoided):

To Be Determined in the Feasibility Study.


Risk Avoidance (describe the risk and how avoided):

1. The purchase of duplicate equipment.
2. Not servicing equipment as needed.

Improved Services:

To Be Determined in the Feasibility Study.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Impact to Other Entities

Nature of Impact to Other Entities

Entity: To Be Determined in the Feasibility Study.

Describe the nature of the impact:

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Entity:

Describe the nature of the impact:

Entity:

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Solution Alternatives

Alternative 1:

To Be Determined in the Feasibility Study.

Technical Considerations for Alternative 1:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

Alternative 3:

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Technical Considerations for Alternative 3:	
ROM Cost: to	Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

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Recommendation:

Project Approach *(if known)*

System Complexity:		System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :	To Be Determined in the Feasibility Study.	
Architecture	<input type="checkbox"/> Mainframe <input type="checkbox"/> Client Server <input type="checkbox"/> Web Based		Num. of New Databases:	
Technology	<input type="checkbox"/> New <input type="checkbox"/> New to Staff <input type="checkbox"/> In-House Experience		Interfaces:	
Implementation	<input type="checkbox"/> Central Site <input type="checkbox"/> Phased Roll-out		Num. of Sites:	
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input type="checkbox"/> In House			
Procurement Approach:			Number of Procurements:	
Open Procurement?		Delegated Procurement?		
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____			
Anticipated Length of Contract:		Years / _____ extensions for _____ years		